



# Office of the State Auditor

## ADMINISTRATIVE ASSISTANT (Bureau of Special Investigations) Boston Office

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**OSA Posting Number 2017-35**

**SALARY RANGE (Grade 9) CSA215: \$36,000.00 - \$40,000.00 (Commensurate with experience)**

### **GENERAL STATEMENT OF DUTIES:**

Provides overall administrative support to the Bureau of Special Investigation (BSI).

### **SUPERVISION RECEIVED:**

Work under the direct supervision of the Director and Assistant Directors.

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Provides administrative support services with a level of professionalism.
- Performs routine clerical duties such as typing, filing, copies and other administrative tasks.
- Ability to accurately manage and maintain correspondence/issues log, tracking system, file system, correspondence routing with staff in multiple locations.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Provides information by answering questions and requests.
- Responsible for all Hotline complaints, answering calls and emails, completing BSI referral when necessary.
- Assists the Central Processing Unit with preliminary case preparation.
- Responsible for the intake of all BSI referrals in various formats; excel spreadsheets, manual data entry, modify and update from Access data base.
- Maintains supply inventory by checking stock to determine inventory level; anticipating supply needs; placing and expediting orders for supplies.
- Ensures operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventory; evaluating new equipment and techniques.
- Maintain the security of all DOR records.
- Enter additional data request from Fraud Examiners.
- Engage with outside agencies to gain additional information regarding referrals.
- Performs such other related duties as required.



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### MINIMUM QUALIFICATIONS:

*The successful candidate will possess and/or demonstrate:*

- Associate's degree in Public, Personnel or Business Administration or related field or 5 years administrative experience in all phases of public or private sector personnel administration
- A minimum of three (3) years administrative experience in all phases of public or private sector personnel administration
- Strong organizational skills, with a commitment to accuracy and attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications, including Outlook, Word, and Excel programs.

### PREFERRED QUALIFICATIONS:

*Demonstrated experience and expertise in the following areas will also be important considerations:*

- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations
- Ability to build effective relationships across a diverse population and at all levels of the organization
- Able to work alone on a broad variety of projects.

Salary is commensurate with experience.

### ***No Phone Calls Please:***

To apply, please submit an electronic copy of a cover letter and resume, no later than **June 28, 2017** via the MassCareers website: [Click Here](#)

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